

Located in : Singapore

Graduation Date : May 2012

Employment History

Company Name : Libra Group Limited

Position Title : Group HR Director

Specialization : HR & Admin, Operation Management

Date Joined : Apr 2019

Work Description :

Since joining the company, I have faced a lot of challenges. As HR Manager, provide training and guide HR staffs to understand and follow MOM, BCA and other government agencies policies and regulations in construction industry, and ensures that the company complies with the requirements of the government. Liaise with MOM regarding of several matters, comfort employees and strive for the best interests of the company. Liaise with the Main contractors, LTA, Architect and clients to ensure the project progress as requested. Meeting with Sub-contractors and material suppliers to ensure material delivery or sub-contractors job delivered as request.

Company Name : Success Consulting Pte Ltd

Position Title : Executive Director

Position Level : Director

Specialization : HR & Admin, Sales and Marketing.

Monthly Salary : S\$ 6,000.00

Date Joined : Oct 2016

Work Description :

As founder, I founded this company in 2015, and start full-time run this business since October 2016.

As Executive Director, not only in charge of internal management of HR, Account and Administration, also do marketing and sales to get more clients for company. We do provide consultancy service to companies in Property Development and Construction industry; also provide consultancy service to clients for personal investments. The service is like:

- 1) Handling with government agencies, e.g., all licensing application, foreign manpower, company registration and filling.
- 2) Project consultancy, e.g., suppliers and sub-contractors review, assessment.
- 3) Financial investment advice, e.g., review and do assessment for financial products or holding companies.

Company Name : Kingsford Development & Construction Pte Ltd (3.5 years)

Position Title : Office Manager

Position Level : Manager

Specialization : HR, Operation Management

Industry : Developer & Construction

Monthly Salary : S\$ 5,500.00

Date Joined : May 2013

Date Left : Sep 2016

Work Description :

As office Manager, in charge of Management of HQ, including HR department, Account and Administration. Besides all internal management and coordination, also handle with government agencies, including all licensing application, foreign manpower, company registration and filling.

Assist CEO to make plan for Company business development and Project progress operation that execute accordingly.

For the Specific work

1. Set up & Maintaining HQ Management System.
 2. Administrate and update leave applications.
 3. Handle monthly payroll to account dept.
 4. Check monthly construction worker OT Claim and payroll.
 5. Liaise with recruitment agency.
 6. Provide Training for HR staffs for application / renewal / cancellation of work permit, S Pass & EP.
 7. Prepare employment and confirmation letter staffs.
 8. Handle with recruitment and arrange job interview, verify documents before the interview commences. Employing various initiatives to coach employees to optimize their capabilities.
 9. Handle grievances, counselling and disciplinary inquiry to ensure progressive discipline is practiced.
 10. Validate record & process claims such as medical reimbursement.
 11. Liaise with Government Agency.
 12. Handle licensing registration and updating.
 13. Handle Company registration and filling.
 14. Review PO and invoice for office stationery and office equipment to do internal cost control.
 15. Attend Project site meeting with all parties to understand site progress issues and support accordingly.
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Company Name : B & B Pte Ltd

Position Title : Assistant Office Manager

Position Level : Senior Executive

Specialization : HR, Internal Management

Industry : Service & Engineering

Monthly Salary : S\$ 3,800

Date Joined : July 2012

Date Left : Mar 2013

Work Description :

1. Maintaining Time Management System.
2. Administrate and update leave applications in TMS.
3. Update new staff record in TMS.
4. Handle application / renewal / cancellation of work permit & S Pass.
5. Prepare employment and confirmation letter.
6. Handle with recruitment and arrange job interview, verify documents before the interview commences.
7. Handle grievances, counselling and disciplinary inquiry to ensure progressive discipline is practiced.
8. Validate record & process claims such as medical reimbursement.

Languages